

Instructional Designer and Performance Improvement Specialist

Contact



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About Me

Strategic Learning Experience Designer and Technical Training Specialist with 14+ years of expertise in translating complex policy and technical information into measurable skill development. Proven ability to design, develop, and deliver highimpact blended learning solutions. Able to leverage Master's-level Instructional Design & Technology knowledge to drive performance and achieve organizational goals.

→ Skills

- Instructional Design: Needs Analysis (ADDIE/SAM), Learning Theories (Andragogy), Evaluation Models (Kirkpatrick)
- Authoring Tools: Adobe Captivate, Camtasia, SCORM, Video editing, Advanced Microsoft Office Suite
- LMS/Deployment: SumTotal, Content Management, Virtual Classroom Tools (Zoom, Teams, Webex)
- Project Management: Performance Monitoring, Quality Assurance, Metrics-Focused Reporting

Education

Master of Science in Instructional Design & Technology (In Progress)

Expected Graduation: December, 2025 Walden University

B.S. Ed, Secondary English Education Penn West University (formerly Clarion May 1996 University

Experience

Technical Assistance Specialist PA State Grant & Special Programs, PHEAA

November 2021 -Present

- Designed and developed comprehensive blended learning materials for internal professional staff and external financial aid office partners, ensuring policy consistency and compliance.
- Developed and produced system training tutorials using Camtasia to enhance user proficiency and drive rapid adoption of new platforms.
- Revised and modernized legacy e-learning content using Adobe Captivate and managed deployment within PHEAA's internal LMS.
- Implemented customized training solutions for external partners in response to individual school requests, focusing on high-level utilization and program
- Reviewed policy documents for clarity and accuracy during annual cycles, serving as a subject matter expert for training content.

Learning & Development Specialist

2011-2017

PennDOT Customer Care Center, Conduent

- Updated training resources under tight deadlines to reflect continuous changes in state laws and policies.
- Led technical training classes of up to 21 trainees with diverse backgrounds, maintaining a 70% overall graduation rate.
- Mentored trainees and monitored performance to promote progression into more senior roles within the call center.

Assistant Manager

2005-2011

Clarion Kwik Fill

Managed full operational workflow, vendor relationships, and team performance; drove gross profit to rank 4th out of 74 regional stores during a four-month management tenure.

Telemarketing Supervisor

2016-2017

The Reese Group

Managed call quality, team production, and executed multiple client campaigns in compliance with state and federal law.

Academic Projects & Case Studies

Instructional Design Capstone Project (Master's Level)

In Progress - Portfolio

High-Impact E-Learning Solution for PA State Grant Application Conducted formal needs analysis, identifying a 3-year trend of reduced applications and rising complaints. Designed a 90-120 minute interactive curriculum for parents and freshmen with the goal of increasing completion accuracy and success rates.